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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1

NOTICE

29 December 1952

SUBJECT: Personnel Qualification Questionnaire

25X1

REFERENCE: CIA [REDACTED], same subject

1. The referenced Notice provides for the distribution of qualification questionnaires to Agency personnel and specifies that employees complete and return the questionnaires to their Administrative Officers without delay in order that they may be forwarded promptly to the Personnel Office.

2. At the present time there are a substantial number of unreturned questionnaires. To a considerable degree the success of the Agency promotion and placement program is dependent upon the existence of usable qualifications data. It is, therefore, requested that remaining questionnaires be completed and returned to the Personnel Office no later than 15 January 1953.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

WALTER REID WOLF
Deputy Director
(Administration)

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DISTRIBUTION NO. 3

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JAN 2 1953

DEC 1 - 1952

MEMORANDUM TO: Deputy Director (Administration)
FROM: Assistant Director (Personnel)
SUBJECT: Incomplete Compliance with CIA [REDACTED]

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1. Problem. Failure of Agency components to comply fully with provisions of paragraph 4 of CIA [REDACTED] subject "Personnel Qualification Questionnaire" dated 29 August 1952. (TAB-A - CIA Notice [REDACTED])

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2. Facts Bearing on the Problem.

a. The Personnel Office has expended approximately 5000 man-hours in planning for and accomplishing the coding of such data as education, area knowledge, language proficiency and occupational experience and skills of Agency personnel in order that these data may be recorded on IBM cards and thus provide an efficient means for obtaining current and vital Agency-wide personnel statistics. Successful completion of this coding project depends on obtaining maximum employee coverage through the use of a qualification questionnaire. Paragraph 4 of CIA [REDACTED], dated 29 August 1952, provides for the distribution of qualification questionnaires to Agency personnel and specifies that employees complete and return the questionnaire to their Administrative Officers without delay so that they may be forwarded promptly to the Personnel Office.

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b. At the present time, there are approximately 2000 questionnaires which have not yet been returned to the Personnel Office. While it is recognized that recent reorganization changes may have retarded somewhat the accomplishment of the administrative work involved in complying with subject Notice, it is pointed out that the success of the Agency promotion and placement program is substantially dependent on correct and comprehensive qualifications data

3. Conclusions.

a. That the number of persons not yet covered in the qualifications coding project is excessive.

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b. To insure greater reliability of future personnel statistics compiled as a result of this coding project, efforts should be made to obtain maximum coverage.

4. Action Recommended.

That the proposed Agency Notice attached (TAB-B) be published immediately.

[REDACTED]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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Attachment:

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TAB-A - CIA [REDACTED]
TAB-B - Proposed Agency Notice

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

25X1

29 August 1952

SUBJECT: Personnel Qualification Questionnaire

1. With the growth of the Agency it has been found necessary to introduce personnel techniques and methods commensurate with the situation. One of the most basic of such techniques is the machine recording of employee qualifications. Considerable thought and research have been given to this problem, as a result of which the Personnel Office has developed a new and comprehensive coding structure for the machine coding of employee qualifications.
2. In order that the data utilized in the coding may be current and complete, all Agency personnel, except those indicated in paragraph 3 below, are being asked to fill out a qualification questionnaire setting forth their education and work experiences. The document is classified "Secret" when completed and permits more latitude in expressing classified duties and responsibilities than is possible in the unclassified Personal History Statement.
3. This Notice is not applicable to those Offices which have already completed questionnaires in connection with a recent "trial run" of the form. Further, the qualifications of those personnel occupying positions at Grades GS-14 and above have been coded from their official files, and such personnel will not be required to complete questionnaires unless they so desire. Personnel returning from permanent overseas assignment will be requested to complete questionnaires as an integral part of their processing by the Personnel Office upon return.
4. Qualification questionnaires will be distributed by the Personnel Office, and detailed instructions and procedures will be given to the appropriate Administrative Officers. It is desired that employees complete and return the questionnaires to their Administrative Officers without delay in order that they may be forwarded promptly to the Personnel Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

23 December 1952

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SUBJECT: Dismissal During Hazardous Weather

REFERENCE: CIA Notice No. [] dated 16 January 1952,
same subject

1. Under the policy established by the referenced Notice, employees will be released when the Agency receives official notification from the Federal Personnel Council that the District of Columbia Director of Vehicles and Traffic has determined that prevailing snow and sleet conditions warrant the action. Office heads will be advised by the Office of the Personnel Director of the hour that employees may be dismissed.

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2. In view of the automatic feature of this policy, employees and supervisors are requested to refrain from calling for information or making arrangements before an early dismissal is announced.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[]
WALTER REID WOLF
Deputy Director
(Administration)

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ER 3-6504

DEC 18 1952

MEMORANDUM FOR: Deputy Director (Administration)
SUBJECT: Proposed CIA Notice on Fund Drive of the Junior
Police and Citizens Corps

Forwarded herewith is a CIA Notice proposed for the purpose
of publicizing an appeal for funds by the Junior Police and
Citizens Corps. This issuance is the first designed to implement
the recently revised Agency policy relative to fund raising
activities as set forth in CIA Notice No. [REDACTED], CIA Partici-
pation in Annual Fund-raising Campaigns. Your approval is
recommended.

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[REDACTED]
W. H. H. POMERIS, JR.
Assistant Director (Personnel)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

17 December 1952

SUBJECT: Regulations in the use of Decorative Material in Government Buildings

1. The following regulations issued by the General Services Administration, Public Buildings Service, Office of Buildings Management govern the use of decorative material inside Government Buildings. These regulations will apply during the holiday season, social events and any other activities that are held in Government buildings, and where decorative material is used.

a. DECORATIVE MATERIAL (Crepe paper, drapes, sheets, cotton, cardboard, etc.) Only flame-proof materials are to be used wherever decorations are to be used in Government buildings.

b. CHRISTMAS TREES, HOLLY, CORNSTALKS, ETC.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and frame buildings provided with automatic sprinkler protection. No trees, except very small ones, are to be permitted in frame buildings without automatic sprinkler protection unless approval is given by the Superintendent or Custodian. These trees should not be kept in buildings for more than seven days. No trees shall in any way interfere with any means of egress. No flammable material or lighted candles shall be used for decorations. Where trees or decorations other than those chemically treated for fire protection are used, the following precautions shall be taken:

(1) Obtain freshly cut trees.

(2) Saw off an angle at least one inch above the original cut and keep standing in water or moistened earth during the entire time the tree is in the building. At intervals, add water to the jar or tub in which the tree stands to either keep the water or moistened earth above the cut in order to reduce its flammability. This method, when used with fresh trees, reduces the flammability as effectively as most chemicals, according to the Forest Products Laboratories (1947).

(3) Keep trees away from radiators and other heating equipment.

Only sparing amounts of holly, cornstalk, etc., should be used and then only where approved by the Superintendent or Custodian.

c. ELECTRIC LIGHTS. All installations of electric lights on trees or for other decorative purposes must be approved by the Superintendent or Custodian.

d. CANDLES. No lighted candles will be permitted in any buildings.

2. Area Safety Officers should be notified whenever decorative installations are desired. Area Safety Officers will request approval from the GSA through the Building Maintenance and Utilities Branch, General Services Office, extension [redacted]

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3. CIA Guards will report all discrepancies in the use of decorative material to the CIA Safety Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[redacted]

WALTER REID WOLF
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

12 December 1952

SUBJECT: 1952 Community Chest Campaign

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1. I am extremely pleased to announce that members of this Agency contributed more than \$25,000 to the 1952 Community Chest Campaign for the Greater Washington Area. Each of you who found it possible to lend assistance to this worthy Campaign is to be commended for your generosity and thoughtfulness in providing for the welfare of others.

2. As Chairman of the Campaign in CIA, I have accepted a Community Chest "Oscar" on behalf of the Volunteer Workers and contributors, to whom the credit for this achievement belongs.

WALTER B. SMITH
Director

DISTRIBUTION NO. 4


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MEMORANDUM FOR: Assistant Deputy Director (Administration)

DEC 1 1952

SUBJECT: 1952 Community Chest Campaign

In accordance with your verbal request there is attached a draft of a memorandum for the DCI's signature announcing the results of the 1952 Community Chest Campaign.


W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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1 attachment

Draft

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE


11 December 1952


SUBJECT: Air Raid Alarm Equipment Tests

1. The Civil Defense Branch, PBS, General Services Administration, has arranged for weekly tests of Air Raid Alarms in all Government buildings in the Washington area. These tests will be made every Monday at 2 minutes past 12:00 noon.

2. Alarms sounded at 12:02 P. M. on Mondays are only for testing equipment and for familiarizing personnel with the sound of an alarm signaling an air raid. All personnel will continue their normal duties.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF /
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE
[REDACTED]

10 December 1952

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SUBJECT: Holiday Leave

RESCIND: CIA Notice No. [REDACTED] dated 1 December 1952

1. The following order was issued by the White House on 9 December 1952 regarding Friday, 26 December 1952:

"By virtue of the authority vested in me as President of the United States, it is hereby ordered that the several executive departments, independent establishments, and other governmental agencies in the metropolitan area of the District of Columbia, including the General Accounting Office, the Government Printing Office, and the Navy Yard and Naval Stations, shall be closed all day on Friday, December 26, 1952, the day following Christmas Day; and all employees in the Federal service in the metropolitan area of the District of Columbia and in the field service of the executive departments, independent establishments, and other agencies of the Government, except those who may for special public reasons be excluded from the provision of this order by the heads of their respective departments, establishments, or agencies, or those whose absence from duty would be inconsistent with the provisions of existing law, shall be excused from duty on that day."

/s/
HARRY S. TRUMAN

2. In accordance with the Executive Order quoted in the foregoing paragraph, Agency personnel shall be excused from duty on Friday, 26 December 1952, without charge to annual leave. Only such employees as are necessary for the maintenance of essential operations shall be required to remain on duty. (Normal Sunday or holiday force)

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 5

DECEMBER 9, 1952

EXECUTIVE ORDER

EXCUSING FEDERAL EMPLOYEES FROM DUTY
ON FRIDAY, DECEMBER 26, 1952

By virtue of the authority vested in me as President of the United States, it is hereby ordered that the several executive departments, independent establishments, and other governmental agencies in the metropolitan area of the District of Columbia, including the General Accounting Office, the Government Printing Office, and the Navy Yard and Naval Stations, shall be closed all day on Friday, December 26, 1952, the day following Christmas Day; and all employees in the Federal service in the metropolitan area of the District of Columbia, and in the field service of the executive departments, independent establishments, and other agencies of the Government, except those who may for special public reasons be excluded from the provisions of this order by the heads of their respective departments, establishments, or agencies, or those whose absence from duty would be inconsistent with the provisions of existing law, shall be excused from duty on that day.

HARRY S. TRUMAN

THE WHITE HOUSE,

December 6, 1952

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1

NOTICE


1 December 1952

SUBJECT: Holiday Leave

It shall be the policy of the Agency to be as liberal as is consistent with operational needs in granting annual leave for the Friday following Christmas Day 1952 and the Friday following New Year's Day 1953. Only such forces as are essential will be required to remain on duty. Office heads are responsible for maintaining skeleton forces where required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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WALTER REID WOLF
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

5 December 1952

SUBJECT: CIA Participation in Annual Fund-raising Campaigns

1. Organized solicitations within the Agency on behalf of community programs will henceforth be limited to the annual fund-raising campaigns of the American Red Cross and the Community Chest. Participation in the campaigns of other community activities will be confined to the distribution of CIA Notices announcing the campaigns and dissemination of such literature, posters, etc. as may be provided by the benefiting organizations.

2. Responsibility for the administration of fund-raising activities is placed with the Assistant Director (Personnel).

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF
Deputy Director
(Administration)

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DEC 11 1952

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Executive Registry
3-4804

11-895

NOV 24 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed CIA Notice

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The attached CIA notice is considered necessary in implementing agreements made with [redacted] office. It is not considered advisable for Military Personnel Division to accept requests for extensions which are forwarded direct from operating branches or divisions, without approval of a higher echelon in CIA. Since this agreement was negotiated at a high level, it is believed that requests should be acted upon by Assistant Directors, Senior Staff Chiefs, or Deputy Directors before forwarding to the respective service over the signature of the Assistant Director (Personnel).

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[redacted]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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1 Enclosure
Proposed Notice

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

4 December 1952

SUBJECT: Workweek of Personnel Assigned as
Students to Agency-sponsored Training
Activities

1. In order to assure consistency in the application of a standard "workweek" for employees who are assigned as students to the various Agency-sponsored training facilities the following policy will govern:
 - a. Overtime and Compensatory Leave. Hours spent as a student in Agency-sponsored training activities shall be considered as working hours in determining whether an employee has worked the official workweek of forty hours but may not be considered as working hours for purposes of overtime pay and/or compensatory leave.
 - b. Holidays. Employees participating full time as students in training activities sponsored by, but not controlled by, the Agency, and who have been relieved of normal duties for that purpose, shall comply with the applicable academic calendar and the laws of the jurisdiction in which located insofar as holidays are concerned and in lieu of legal holidays otherwise applicable to employees.
 - c. Night Differential. Hours spent as a student in Agency-sponsored training activities may not be considered as working hours for purposes of night differential.

Requests for exception to the above policies will be forwarded through normal channels to the Director of Training for recommendation and concurrence and to the Deputy Director (Administration) for approval.

CIA Regulation [redacted] is being revised and will include the above policies.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Security Officer

DATE: 19 November 1952

FROM : Chief, O & M Service

SUBJECT: Proposed CIA Notice on Visits to or Contacts with Office of Training
[redacted]

1. There is attached copy of a proposed CIA Notice which has been requested by the Director of Training.

2. It will be appreciated if we may have your concurrence or other comment by 25 November 1952.

[redacted]
W. L. PEEL

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Atch.

Proposed CIA Notice

24 Nov.


Concur for IVSO

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[redacted]
[signature]

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Agency Notice should be published immediately so that CIA personnel will be able to make their Christmas holiday plans accordingly.


W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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ER 3-4391

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

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SUBJECT : Awards from Foreign Governments

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REFERENCE: CIA Regulation [REDACTED]

1. Your attention is directed to Paragraph A of the referenced Regulation which requires the following action:

"Any employee tendered a gift, decoration, award, or any other thing by a foreign government while employed by CIA will immediately prepare a report of such for transmittal through his Office head to the Assistant Deputy (Inspection and Security) . . ."

2. It is requested that any reports referred to therein not previously submitted be forwarded by Office heads to the Assistant Deputy (Inspection and Security) not later than 5 December 1952.

3. Where applicable, negative reports by Office heads are desired.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Notice of Step Increases for
Ungraded Personnel

25X1 1. There is attached a proposed notice revising the step increases requirements for ungraded personnel which was originally submitted to your office 18 June 1952. Changes in the proposed notice as discussed with [] have been made.

25X1 2. The proposed change in [] amending the requirements for submitting position descriptions in connection with Personnel Action Request from the field has been withdrawn to be combined with other material being prepared on classification matters generally.

W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

25X1

SUBJECT: Step Increases for Ungraded Personnel

settled below
1. The ~~following~~ provisions for granting step increases to ungraded personnel are announced for immediate application prior to publication as an Agency Regulation. These changes have been made in order to make Agency practice consistent with the requirements of other Government Agencies. Paragraph ~~2~~(2)(c) of [] is amended accordingly. H. C. H.

25X1

2. Regular Wage Board (WB) and Lithographic Wage Board (LB) Employees. (Requirements are unchanged for advancement from the first to the second step. Personnel now in the second and third steps, whose next increases would be delayed by this change, will receive such increases in accordance with previous requirements.)

a. An employee will be advanced to the second step at the beginning of the pay period following completion of 26 weeks of service, unless his conduct and Personnel Evaluation Report warrant postponement of the advancement.

b. An employee will be advanced to the third step at the beginning of the pay period following completion of 52 weeks of service in the second step, unless his conduct and Personnel Evaluation Report warrant postponement of the advancement.

c. Advancement from the third to the fourth step is restricted to the most capable employees as designated by their supervisors; requires a minimum of 52 weeks of service in the third step, and must be initiated by the operating office concerned. In addition to the time and ability criteria, the employee's work performance must exceed "normal requirements with respect to quantity and quality." The employee must also:

(1) have demonstrated that he readily adapts himself to new and changing job situations with much less than the usual amount of supervisory instruction and follow-up,

(2) frequently have been given assignments which demand a higher degree of quality, speed, skill, or accuracy than is normally required,

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